

# UTAH NATIONAL GUARD

## HRO

### STATE EMPLOYEE “IN” PROCESSING

Name \_\_\_\_\_

Date \_\_\_\_\_

SSN \_\_\_\_\_ Hm Phone \_\_\_\_\_ Duty Phone \_\_\_\_\_

#### 1. AJ/AL (seasonal) Employees

##### A. Supervisor's Responsibility:

\_\_\_\_\_ Send memo to HRO-S indicating selection of new employee, start date, starting salary, and whom they are replacing (if applicable). Set up appointment with HRO-S to have employee come in for in processing.

\_\_\_\_\_ Contact WO1 Rick Gardner or Doug Larkin and arrange for computer hand receipt, complete paperwork for new user account, and complete phone request.

\_\_\_\_\_ Obtain security badge from JDOMS.

\_\_\_\_\_ Go over office procedures and day-to-day routine with employee. Provide proper training for new position.

##### B. HRO's Responsibility:

\_\_\_\_\_ Have employee fill out standard paperwork: W-4, I-9, Overtime Agreement, Skill Match cover sheet, Direct Deposit, AJ/AL Agreement, and Ineligibility for Retirement. Obtain emergency contact information and copy of SSN Card, Drivers License and copy of a voided check. Give timesheet to employee.

\_\_\_\_\_ Send W-4 to State Finance with copy of SSN card. Send Ineligibility for Retirement form to Retirement Office. Send direct deposit form to Draper payroll with copy of voided check attached.

\_\_\_\_\_ Prepare checklist with payroll information then enter new employee's information in HRE system. Send checklist to Draper payroll for entering in payroll system. Add individuals information to State database.

\_\_\_\_\_ Set up personnel file on new employee which includes copies of all forms and HRE printouts.

## **2. Schedule B/AL (full-time with benefits) Employees**

### **A. Supervisor's Responsibility:**

\_\_\_\_\_ Send memo to HRO-S indicating selection of new employee, start date, starting salary, and whom they are replacing (if applicable). Set up appointment with HRO-S to have employee come in for in processing.

\_\_\_\_\_ Contact WO1 Rick Gardner or Doug Larkin and arrange for computer hand receipt, complete paperwork for new user account, and complete phone request.

\_\_\_\_\_ Obtain security badge from JDOMS.

\_\_\_\_\_ Go over office procedures and day-to-day routine with employee. Provide proper training for new position.

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### **B. HRO's Responsibility:**

\_\_\_\_\_ Have employee fill out standard paperwork: W-4, I-9, Overtime Agreement, and Direct Deposit. Obtain emergency contact information and copy of SSN card, drivers license and copy of a voided check.

\_\_\_\_\_ Orient employee with information concerning health insurance and retirement benefits so that employee can make the proper decisions with enrollment. Explain the other state programs and rules associated with being a state of Utah employee. Have employee fill out all paperwork and mail to appropriate offices. Have employee sign New Employee Orientation Checklist form (copy attached), which covers each issue discussed in orientation.

\_\_\_\_\_ Send W-4 to State Finance with copy of SS card. Send direct deposit form to Draper payroll with voided check attached.

\_\_\_\_\_ Prepare checklist with payroll information then enter new employee's information in HRE system. Send checklist to Draper payroll for entering in payroll system. Add individuals information to State database.

\_\_\_\_\_ Set up personnel file on new employee which includes copies of all forms and HRE printouts as well as copies of all insurance and retirement enrollment forms.

UT-HRO

MEMORANDUM FOR ALL UTAH NATIONAL GUARD FULL-TIME PERSONNEL

SUBJECT: Guidelines for "In/Out" Processing of all Full-Time Army/Air Personnel

1. All full-time Utah National Guard Technician, Active Guard Reserve (AGR), State and Active Duty Special Work (ADSW) employees are required to "In or Out" process as they begin or complete their careers or tours of duty (use of the attached checklists are mandatory and are located on the HRO web page). Processing is required to ensure that personnel are properly sworn in, briefed on all employee benefits (health and life insurance, leave, Thrift Savings Plan, etc.), orders completed, personnel folder established, security/access badges issued, vehicle registered, appropriate keys issued, computer ID and password assigned, payroll and travel accounts created, medical records verified, retirement information provided, equipment issue and turn-in procedures explained and other applicable areas verified for accuracy.
2. Following the selection or appointment of an individual the supervisor will schedule a time with the HRO to begin the "In" processing. All new employees should be assigned a "sponsor" to assist with this processing. The sponsor should ensure that the individual reports to the HRO at the assigned time and then escort him/her to all sections as required (HQ Utah National Guard, Air National Guard Base, Camp Williams, or Aviation Facility).
3. Supervisors will review the "In/Out" processing forms with the selected individual and sponsor prior to the HRO meeting. Supervisors should also review with each new employee the UTNG Standards of Conduct, The Adjutant General (TAG) Policy Letters, time and attendance requirements, section policy and UTNG 690-12, UTNG AGR full-time handbook, state employee handbook and ADSW Policy as applicable.
4. Supervisors must closely monitor and follow-up on all "Out" processing actions to ensure all keys and equipment are turned in, security badges surrendered, computer ID and passwords deactivated, pay and travel card issues settled and that all other issues are completed the last day of work or terminal leave.

5. Points of contact for HRO checklists are: AGR Branch (801) 523-4230, Technician Branch (801) 523-4244, ADSW Branch (801) 523-4225, and State Branch (801) 523-4228.

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